**EMA Executive Committee**

**March 10 2016 @ 0730, E1-123 VIC**

**AGENDA**

1. **ATTENDANCE**

Present: Drs. Anderson (until 0830), Church, Regan, Sedran, Shah

Regrets: Drs. Dukelow, Skoretz

1. **APPROVAL OF MINUTES –** February 11 2016 –approved as previously circulated Feb 12 2016
2. **BUSINESS ARISING**
   1. EMA Executive Terms of Reference – *Regan* (attachment)
3. **EMA OFFICE PERSONNEL**
   1. HR Update

The HR issue with PSnider is currently with the HRTO. Patricia has made an application through the HRTO, and Lerners has responded to it on behalf of EMA and Melanie Rose. P Snider has responded to the EMA/M Rose response.

Melanie was looking for more information on what her responsibilities were – was she now to respond to the “response” from P Snider?

The Executive told Melanie they felt it would be appropriate for Melanie to meet with the lawyer. They encouraged her to put together a response for her own benefit.

* 1. Job Descriptions

Kelly had requested that job descriptions be made for the EMA admin staff. Melanie told the Executive that the staff has provided her with a list of their duties, and together the EMA admin staff will prepare a proper HR manual.

Kelly also suggested Melanie make one for her own position.

1. **SCHEDULE**

Karalyn was commended on her work on the recent circulation of the schedule, both content and her way of communicating. The Executive have heard positive feedback from members.

With the summer schedule she will again try to give members what they request, within reason and keeping everything fair.

1. **CTAS**

The next run of CTAS data is from January to March 2016 and due to the MOH April 10th. Amit had circulated correspondence outlining what Nebo had confirmed the new hours would be for each site, and questioned whether those have been incorporated into the schedule as of April 1st. Karalyn responded that her understanding was to leave the number of scheduled hours as is, with no volunteer shift at UH due to personnel until after the marketplace. As of July, she said the volunteer shift will become a permanent shift at UH.

Amit noted that UH the AFA hours will be up 4 hours. He suggested adding a half hour to four shifts to make up for that, considering staff do not want to work 9 hour shifts.

VIC extra 2.5 hrs a day, up to 80.9 hours a day. To maximize these hours on paper, extend the shifts, looking first where there is not appropriate overlap.

Rob Sedran suggested the 16-2300 be changed to 16-2400.

Further discussion took place about where the extra hours would be best suited.

Amit suggested the Exec take a good look at the January and February CTAS numbers, to see if the group is capturing all of the hours (through auto-charting hours and blue sheet hours). If hours are being captured and are going over, then leave this. We should be logging 142.45 (90.90 and 61.55) hours, if not then we need to look at adding hours.

Melanie will send the Executive January and February data asap.

***Action: Melanie***

The UCC hours are going to be increased to 32.4 from 29.3. It was confirmed that many staff do not record extra time spent at the UCC.

Karalyn noted that adding hours to the UCC schedule would go well with the new policy recently circulated.

Amit suggested discussion with Pete would be helpful to consider where to best add these extra hours. If it is the day staff that are staying late or getting stressed to see an appropriate number of staff, then add an hour to each day shift, and add a half hour to each of the two closers.

Kelly said she had recently noticed a few people had added “+2” and “+3” hours on the blue sheet at the UCC. The volumes have increased significantly.

These new hours could be added as of the April schedule, although the MOH does not send the formal letters outlining the new hours until May 2016.

Karalyn suggested she could communicate with Adam, Scott and Pete to suggest adding extra hours as of April 1st to the UCC shifts, considering the increase being approved (by Nebo to Amit).

There was additional discussion on making shifts the same every day of the week, even though Mondays tend to have higher volumes. Kelly suggested that a 6 hour shift alone be added to Mondays.

Karalyn suggested that Mondays stay the same as the other days, considering that she assigns 5 or 6 shifts at the UCC per 3 months to staff, and if the odd one of those shifts is a Monday, then it should be tolerable considering it’s likely happening once in a 6-month time frame.

The Executive will get input about how best to utilize the extra hours at the UCC.

***Action: Karalyn***

1. **UCC**

Some discussion re hours in item 6 re CTAS.

1. **HUMAN RESOURCES**

Karalyn had emailed Waseem to let him know that the vote had passed, and he was now a voting partner. Rob had talked to Sean Doran to let him know that EMA had voted him in as a non-voting partner, and Kelly has offered to contact Frank Myslik to let him know that he was also voted in by the partnership.

The part-time contract rate changes still need to be discussed with Drs. Lewell and Tillmann. Karalyn said she would ask Terry to communicate this information to them.

It was noted that Morgan Riggan still needs to sign on (she’s on the schedule as of April).

***Action: Karalyn***

1. **FINANCE**

Melanie told the Exec that year end financials will be reviewed in the next week or so by Terry and BDO.

Kelly asked if an approval of year end would be done electronically or if there will be a meeting. Rob recalled that an email had been circulated previously, and a meeting was also scheduled so that those who had questions could address them in a better forum.

1. **NEW BUSINESS**

Melanie asked the Executive to if votes can close prior to the 2 week deadline if 100% of the votes are in – the Executive said to close the vote once 100% are in.

1. **OTHER**
2. **NEXT MEETING(S)**

The Executive agreed that pre-planning Executive meetings was helpful. Notices of the Exec meetings are on emlondon. There was no full EMA meeting scheduled, noting that call should come from the Chair.

**EMA Exec Meeting:**  Thursday April 14, 0730-0900 Rm E1-123, VIC

**EMA full Meeting**: tba, March 2016

1. **ADJOURNMENT**

The meeting adjourned at approximately 0900.